

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter I</p> <p style="text-align: center;">Getting Started</p>
	<p>Section 7</p> <p style="text-align: center;">Scanning to Acrobat 5</p>

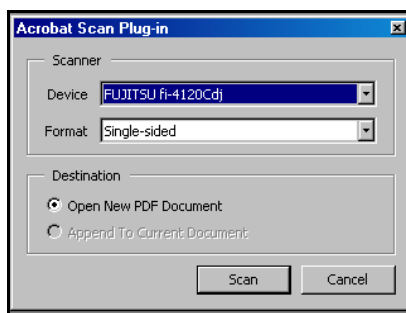
- I. **Configuring your TWAIN Driver Options (one-time procedure)**
- II. **Scanning Directly to Acrobat 5.0**

I. Configuring your TWAIN Driver Options (one-time procedure)

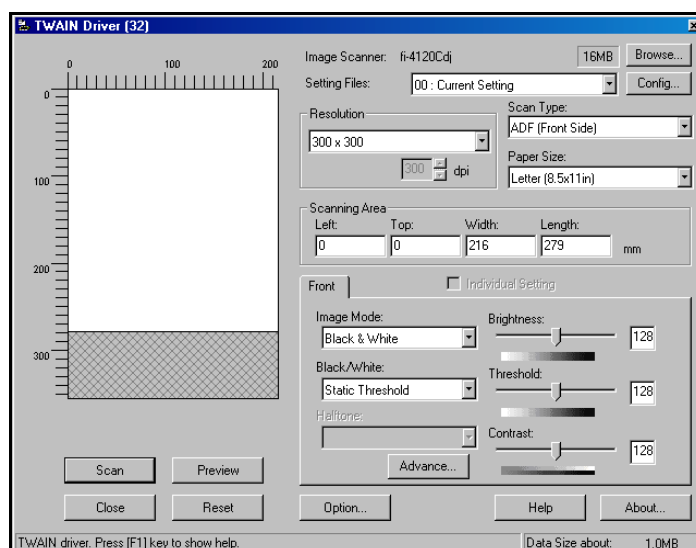
These steps are to configure your scanning options prior to your first scan. It will save time during the scanning process.

STEP 1 Make sure your computer is connected to a scanner.

STEP 2 Choose **File>Import>Scan**. An **Adobe Scan Plug-in** dialog box appears.

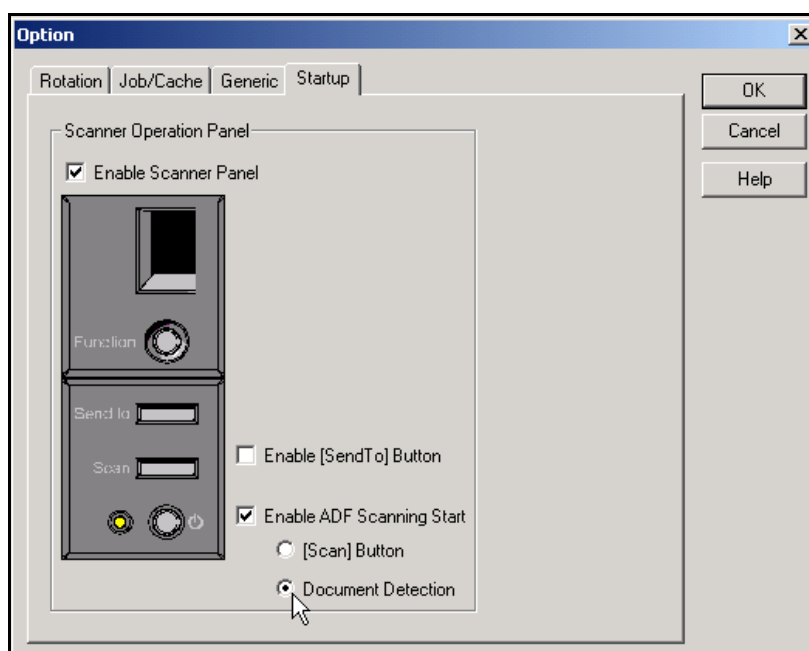


STEP 3 Click **Scan**. The **TWAIN Driver (32)** dialog box appears.



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- STEP 4 If necessary, choose **300 x 300** from the **Resolution** drop-down list.
- STEP 5 If necessary, choose **Black & White** from the **Image Mode** drop-down list.
- STEP 6 Click **Option**. The **Option** dialog box appears.
- STEP 7 Activate the **Startup** tab.
- STEP 8 Check **Enable Scanner Panel**.
- STEP 9 Check **Enable ADF Scanning Start**. Select the **Document Detection** radio button.
- STEP 10 Click **OK**.
- STEP 11 Click **Close**. A prompt appears indicating you have canceled scanning.



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II. Scanning Directly to Acrobat 5

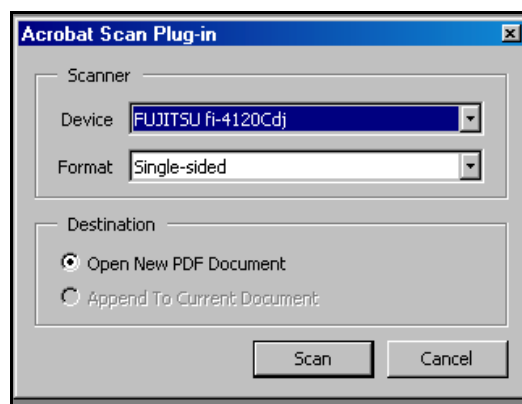
It may be necessary to scan documents directly into Acrobat. Examples would include attachments, exhibits, and/or anything that contains an original signature.

STEP 1 Place your document(s) on the scanner bed or in the feeder.

STEP 2 If necessary, launch **Adobe Acrobat**.

STEP 3 Choose **File > Import > Scan**.

STEP 4 An **Acrobat Scan Plug-in** dialog box appears.



STEP 5 Click **Scan**. The TWAIN Driver 32 dialog box appears and the scanning begins.

STEP 6 When scanning is complete, an **Acrobat Scan Plug-in** dialog box appears.

STEP 7 Click **Done**. The scanned document appears in **Adobe Acrobat**.

NOTE: We recommend you quality assure the document by selecting **View** from the drop down menu and clicking on **Full Screen** to view all pages of the image.